

National Archives and Records Administration
Office of Regional Records Services, Southeast Region (NARA-SE Region)

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**Request for Civil Case File
Copies Returned by Fax or by Mail**

Please read these instructions first and then follow the steps below to obtain certified or uncertified copies of a CIVIL case.

NARA-SE Region will service requests received by FAX, U.S. Postal Service (USPS), or Common Courier (Federal Express, Airborne Express, etc.) for copies of US District Court Civil Case Files. We do not send confirmation that your FAX order was received. **Orders sent by FAX must be paid by credit card (MASTERCARD or VISA only).** Orders sent by USPS or Common Courier may be paid by credit card, money order, or personal or certified check payable to the National Archives Trust Fund (the maximum personal check is \$100.00). Requests will normally be processed within 24 hours of receipt of payment and full locator information. Please note that copies of documents returned by FAX cannot be certified. Allow at least seven working days before calling to check on a request sent by and to be returned by the USPS. Copies of documents returned by MAIL will be sent by the USPS or UPS at the Region's expense, or by Common Courier at the requestor's expense. **Please note that we will not and do not use Airborne Express to return your copies.**

STEP 1 - CASE INFORMATION

For each case obtain the following information from the District Court where the case was closed. Your request cannot be serviced without the correct information. Please use one request form per case.

Court Location (City):	Civil Case File Name & Number:	Civil Case Docket Numbers:
Agency Box Number:	Accession Number: 021-	Location Number:

STEP 2 - REQUEST INFORMATION

ENTIRE CASE (70 page limit)

Copies up to a 70 page limit will be billed at a flat-rate of \$35.00. Subsequent pages will be subject to a 50 cents per page charge. The limit of pages to be processed via fax is 100 pages. Please note that an entire case can include hundreds or thousands of pages and costs can be prohibitive. We recommend that the requester either: 1) arranges for the case to be returned to the court for review or 2) visits our facility to review the case file. You will be notified by telephone of the approximate number of pages pertaining to your request. If you decide to have NARA staff perform the reproduction services, all costs must be prepaid before copies are made. We will bill or refund any difference.

1. () COPIES NOT CERTIFIED-70pagelimit-\$35.00
2. () COPIES CERTIFIED - 70 page limit - \$45.00

STEP 3 - COPY RETURN INFORMATION: (PLEASE PRINT)

<u>IF COPIES ARE TO BE RETURNED BY FAX:</u> (100 pages maximum)
NAME: _____
FAX (with area code): (____) _____ - _____
DAYTIME PHONE (with area code): (____) _____ - _____

Our FAX machine is capable of transmitting 50 pages per transmission. Anything over 50 pages will be transmitted in a subsequent transmissions immediately following the first one.

<p align="center">IF COPIES ARE TO BE RETURNED BY MAIL OR COMMON CARRIER: Prepaid envelope must be included for return by Common Carrier. No PO Boxes please.</p>	
NAME: _____	
ADDRESS: _____	
CITY: _____	
STATE: _____	ZIP: _____
DAYTIME PHONE # (with area code): (____) _____ - _____	

STEP 4 - PAYMENT: PLEASE DO NOT SEND CASH

1. Make check or money order payable to the **NATIONAL ARCHIVES TRUST FUND**
(the maximum personal check is \$100.00).
2. Credit card payment must be by MASTERCARD or VISA only.

NAME: _____

ACCOUNT NUMBER: _____ ☐ MC ☐ VISA

EXPIRATION DATE: _____

STEP 5- SUBMIT REQUEST

Complete these forms and FAX to: (404) 763-7815, or mail to:

NARA-SOUTHEAST REGION
 RESEARCH ROOM
 1557 ST. JOSEPH AVE.
 EAST POINT GA 30344

If you want your copies returned via Common Courier, you must include a prepaid envelope with your request. All copies returned via Common Courier are at the requestor's expense.

PROCESSING OF YOUR REQUEST WILL BE DELAYED IF:

1. The information supplied in step 1 is incorrect or incomplete.
2. The name on the case file does not match the name on the case requested.
3. Your credit card is not approved.

WE WILL CONTACT YOU BY TELEPHONE OR IN WRITING IF ANY PROBLEMS OCCUR.

If you have any questions about these instructions or would like more information about our services call 404-763-7474, or visit us on the world wide web at www.nara.gov/nara/frc/4ncloc.html.